

Loading Roofing Materials

TRADE: ROOFING

LEADER GUIDE: 8-12 MINUTES

USE WHAT FITS TODAY

LEADER NOTE

Do not read this sheet word-for-word. Pick the sections that match today's task, point to the actual equipment/work area, and get the crew to answer the questions out loud.

WHY THIS MATTERS

Take a few minutes before the task to cover Loading Roofing Materials. The main concern is overloading, falling materials and manual handling, so make sure everyone sees the exposure and knows the plan before work begins. Material handling becomes dangerous when the load blocks vision, shifts unexpectedly, exceeds the planned handling method or is stored where it can roll, fall or trap someone. Plan the route, grip, team/lifting aid and final storage before the material starts moving.

A SCENARIO TO DISCUSS

The destination for Loading Roofing Materials is not ready when the load arrives. Workers begin holding or leaning the material while someone clears space. What stable set-down or storage plan should have been established first?

BEFORE WORK STARTS

- Confirm load weight/shape and select the lifting aid, cart, team size or handling method before moving it.
- Walk the route and remove trip hazards, protect finished surfaces and control doors/traffic.
- Prepare stable storage/landing space before the load leaves its starting point.
- Confirm roof/load capacity and designated staging areas before delivery.
- Keep bundles set back from edges and secured against sliding or wind.

SAFE WORK SEQUENCE / CONTROLS

- Confirm roof/load capacity and designated staging areas before delivery.
- Keep bundles set back from edges and secured against sliding or wind.
- Distribute material rather than creating concentrated loads where not permitted.
- Use lifting equipment or team handling to reduce repeated strain.
- If conditions change, stop long enough to make sure the control for overloading, falling materials and manual handling still works for the job in front of you.

QUESTIONS THAT SHOULD CHANGE THE JOB

1. What does this load weigh, where is its center of gravity/awkward side, and what does that mean for the number of people or equipment we need?
2. What route are we using, and where will vision, footing, doors, stairs, traffic, or other workers make the move harder?
3. Who is calling the move, and what lifting aid/cart/team method are we using instead of trying to muscle through a bad position?
4. Where will the material be set down or stored so it cannot roll, tip, slide, blow over, or block access?
5. What stable set-down or storage plan should have been established first?

MAKE IT REAL ON THE JOB

Walk the move from pickup to set-down and identify the pinch points and where vision will be blocked.

BEFORE YOU RELEASE THE CREW

Before the crew starts, everyone should be able to explain the hazard, point to the control being used today, and name the condition that would make the work stop.



ATTENDANCE & SIGN-OFF

Loading Roofing Materials

Project / Job:		Date:	
Talk leader:		Location:	

CREW ACKNOWLEDGMENT

By signing, attendees confirm they participated in this toolbox talk and had the opportunity to raise job-specific questions. Signatures do not replace required training, qualifications, permits or certifications.

#	Name	Company / Trade	Signature
1			
2			
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10			

QUESTIONS / CONDITIONS / CORRECTIVE ACTIONS

END-OF-TALK CHECK

☐ Crew can point to the main hazard.	☐ Critical control is in place and usable.
☐ The responsible person/check is clear.	☐ Stop/re-brief conditions were discussed.